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2 April 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Weekly Report for the Week Ending 2 April 1954

1. General

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Document No. _____

No Change in Class. ☐

☐ Declassified

25X1C4a

25X1A1d

2. Projects and Studies

a. Shopping List - (continued item)

25X1C

A request for \$1,900,000.00 required in the procurement of communications materiel in support of [REDACTED] has been forwarded to the Comptroller for funding action. Upon the receipt of funds, the Logistics Office will take necessary procurement action.

b. Proposed Move of the DCI - (continued item)

Formal request for funds in the amount of \$100,000.00 required for alterations in effecting this move has been forwarded to the Comptroller's Office.

25X1A

3. Staff Item of Interest

a. [REDACTED] - (new item)

25X1A

Information has been forwarded to the Senior Representative, [REDACTED] which grants the authority to provide furniture and furnishings for non-housekeeping quarters in that area. This provision will be included in the proposed [REDACTED] which is in process of coordination.

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4. Administration

a. Classification Survey - (new item)

All employees of the Logistics Office have been notified of the classification survey which will begin in the Logistics Office on 14 April 1954. Members of the classification team have been given a general picture as to the scope, magnitude and responsibility of all organizational elements under the jurisdiction of the Logistics Office. Every effort will be made to assist the classification team in conducting this survey.

5. Transportation Division

a. Reduction of Vehicles - (continued item)

Action has been taken to dispose of four (4) vehicles which are excess to Agency needs. It is anticipated that two (2) additional vehicles will be disposed of in the near future.

b. Vehicular Support of NSC - (new item)

General Counsel has indicated that it is illegal for the Executive Secretary of NSC and his Deputy to use Government transportation between their homes and their places of duty. General Counsel has notified the Deputy Executive Secretary of NSC accordingly.

6. Supply Division

a. Personnel Identification Badges - (new and completed item)

Agreement has been made with Physical Security relative to additional identification of personnel employed at and visiting the Washington Depot. The issuances of colored badges for employees and visitors will insure greater security.

7. Procurement Division

25X1A6a a. Fund Advance to [REDACTED] - (continued item)

Concurrence has been received from DD/P and the Comptroller's Office concerning the initial advance of \$100,000.00 to be released for utilization by GSA purchasing facilities in NA. Final action will be taken by the Comptroller in the near future.

8. Real Estate and Construction Division

a. Office Space, [REDACTED] - (new item)

25X1A6a

Cost estimate in the amount of approximately \$5,000.00 has been received from GSA to cover alterations and renovations of the space utilized by the Contract Division in the [REDACTED]. Negotiations are in process with GSA to determine the proportionate share to be charged to the Agency.

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9. Printing and Reproduction Division

a. Construction of a Vault in "K" Building - (new and completed item)

Final installation of a vault in "K" Building for the storage of classified material is complete. Action has been taken to install additional shelving so as to increase storage space.

/s/

JAMES A. GARRISON
Chief of Logistics

LO/TRS/ARL:mk (2 April 1954)

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